

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Thursday, January 30, 2014 12:15 PM
To: Holman, Alvin; Vaughan, Cory
Cc: Lefeate, Amy; Szerlog, Michael; Anderson-Carnahan, Linda; Wells, Mike
Subject: RE: ***UPDATE*** Re: FRC-destined boxes ##

Alvin and Cory,

Before R10 sends the last box to the FRC (after your move), someone in ETPA will need to save the information from the CDs to the G: Drive. These are permanent records and we need to insure their readability until we transfer them to the National Archives. I can assist with how to name the folder and designate their contents as the official record. Thanks for your cooperation.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Holman, Alvin
Sent: Thursday, January 30, 2014 11:18 AM
To: Vaughan, Cory
Cc: Lefeate, Amy; Szerlog, Michael; Anderson-Carnahan, Linda; Wells, Mike; Aoyama, Joyce
Subject: ***UPDATE*** Re: FRC-destined boxes ##
Importance: High

Attention: Cory

This memo supersedes the previous two memos on this matter.

I have just been informed that the transportation department will be getting a late start today and will be available for FRC pickups/deliveries at 12 noon. As such I have sealed the box content reports into the following accession boxes:

Accessions Nos.: 412-2014-0244 (4 boxes); 412-2014-0246 (1 box); and 412-2014-2048 (3 boxes). These boxes will be transferred today.

Accession No. 412-2014-2050 (1 box) must be retained here until Joyce Aoyama completes the multi-media documentation on this box. When this is completed this box should be placed in one of the **Hold Cubes** to be moved either next Thursday or Friday; or, to be moved with your personal office items in your cube. Transfer of this accession will be either February 13th or 20th after our office relocation.

I have possession of the SF0-135 forms for the accession numbers that will be transported today.

FYI

Alvin Holman
Aquatic Resources Unit
Office of Ecosystems, Tribal and Public Affairs
U.S. Environmental Protection Agency, Region X
Seattle, WA 98101
206.553.2987

From: Aoyama, Joyce
Sent: Thursday, January 30, 2014 10:24 AM
To: Holman, Alvin; Vaughan, Cory
Cc: Lefeate, Amy; Szerlog, Michael; Anderson-Carnahan, Linda; Wells, Mike
Subject: RE: FRC-destined boxes #2

Alvin,
We're waiting to see if they can be approved by the FRC today so the Mail Room can take the boxes on their run today. Cory left Box 1 open so we can put the SF135 in and tape them up. Would you be able to help with that last step this morning?

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Holman, Alvin
Sent: Thursday, January 30, 2014 9:04 AM
To: Vaughan, Cory
Cc: Lefeate, Amy; Szerlog, Michael; Anderson-Carnahan, Linda; Aoyama, Joyce
Subject: FRC-destined boxes #2

Cory:

Another thought:

Where are the Form S.F. 135s for the accession collection?

FYI....I have the FRC Transfer Logs which contains the "Holding" Form File Folders awaiting FRC signature receipts. If you can get them to me by tomorrow (Friday) before 11am I can put them in the **Transfer Log file Folder**.

fyl

Alvin Holman
Aquatic Resources Unit
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